



# ***COMMISSIONED OFFICER TRAINING***

## **WELCOME PACKAGE**

**Effective immediately you will begin practicing proper military courtesies. This means you will use “sir” and “ma’am” when addressing any OTS staff member, regardless of the staff member’s rank.**

You must arrive for in processing on the first day between 1300 and 1800. You cannot be late! If you will be late, either through poor planning on your part or events beyond your control, contact the 23 TRS orderly room at 334-953-0347 during duty hours or the Staff Duty Officer at 334-462-4411 after 1800. On arrival day, Military Training Instructors will march you to and from dinner. If you arrive after 1800 you may go to the Base Exchange food court or Burger King (after you in process); refer to the base map for directions.

**Read This Welcome Package and your Operating Instructions.** You will be tested on your knowledge of them very soon. You are expected to use proper reporting statements immediately and will be corrected in a direct manner until you do. These can be found in OTSMAN 36-2201.

You may travel anywhere on base after duty hours. Do not go off base unless you receive permission from a staff member.

When you complete the computer security training, you will have the option to print out the completion certificate. Maintain possession of this certificate and take it to your gaining unit.

### **Package Contents:**

- Welcome Letter
- Typical Day at COT
- TD-0 and -1 Station Checklist
- Items Required for Inprocessing Checklist
- Military Equal Opportunity and Treatment (EOT) Program
- Severe Weather Procedures
- Samples of Behavior (SOBs) Policy
- OTS Campus & Base Maps
- COT Customer Service POC Handout
- Medical & Dental Care Guidance
- TRICARE Information Sheet
- Uniform Checklist (male, front and female, back)
- Computer Checklist and Instructions
- Initial Performance Feedback Worksheet Instructions
- Field Grade Initial Performance Feedback Worksheet (Major through Colonel)
- Company Grade Initial Performance Feedback Worksheet (2d Lt through Captain)
- COT In-Processing Sheet and Associated Forms (Immunizations & Fitness)
- Blood Drive Questionnaire
- Library Information (Virtual & Campus)

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**DEPARTMENT OF THE AIR FORCE**  
**AIR UNIVERSITY (AETC)**

30 Aug 06

**MEMORANDUM FOR COMMISSIONED OFFICER TRAINING (COT) STUDENTS**

**FROM:** 23 TRS/ADO

**SUBJECT:** Welcome Letter

1. Today, you begin an intense five-week course designed to transform you from a technical professional into a leader worthy of the trust of this nation. This course will push you to your limits; in doing so, we will expand the limits of your capabilities. Expect to work long days and to integrate within your flight and student wing. The attachment "Typical Day of a COT Student" provides an overview of what to expect. If you do what we expect, you will graduate as a competent, courageous leader with an infectious desire to serve with integrity and excellence.
2. Air Force officers at all levels must know and strictly adhere to their organization's standards. You will learn many of these standards while here at COT. Effective immediately, you will use proper customs and courtesies when addressing OTS staff. You will answer direct questions with "yes sir/ma'am" or no "sir/ma'am," as appropriate. You will begin every sentence with "sir" or "ma'am," as appropriate.
3. Begin studying the Operating Instructions now. You must know reporting, flightroom and auditorium procedures as outlined in OTSMAN 36-2201, *Standardization of Procedures - Officer Training School*, by Training Day 1 (your first full day at COT).
4. Early in the morning of Training Day 1, Military Training Instructors will be in the dormitory providing direction on what to do and where to be. They will be loud and directive in their instruction and will single out individuals needing specific attention. Have your important paperwork (items on the Inprocessing checklist and the Welcome Package) with you for the day. You will not be allowed to return once you depart the dormitory.
5. If you have any questions prior to the class, contact the 23 TRS/DO during duty hours at 334 953-0349. If you require assistance on arrival day, call the Operations Control Center during the day at 334-953-9675 or the Staff Duty Officer at (334) 462-4411 after 1700 hours.

//SIGNED--bjg //  
BRIAN J. GRELK, Maj, USAF  
Assistant Director of Operations

Attachment:  
Talking Paper on A Typical Day for a COT Student

TALKING PAPER  
ON  
A TYPICAL DAY FOR A COMMISSIONED OFFICER TRAINING STUDENT

**0430** – Wake up/Personal hygiene time  
**0450** – Form up to march to Physical Training pad  
**0505** – Arrive PT pad/Student Wing accountability  
**0515** – Physical Training begins  
**0615** – Physical Training ends  
**0630** – March to breakfast/Personal hygiene time/Change into UOD  
**0745** – Form up to march to OTS bldg  
**0755** – Prepare for flight room class (0800-0850)  
**0855** – Prepare for flight room class (0900-0950)  
**0955** – Prepare for flight room class (1000-1050)  
**1050** – Transit to auditorium for lecture  
**1055** – Prepare for auditorium lecture  
**1150** – Transit to flight room for lunch prep  
**1200** – March to lunch (Marched by Flight Commander)  
**1235** – March from lunch (Marched by Flight Commander)  
**1245** – Return to flight room/Student Wing or Flight position duties/Class prep  
**1325** – Prepare for flight room class (1330-1420)  
**1425** – Prepare for flight room class (1430-1520)  
**1520** – Transit to auditorium for lecture  
**1525** – Prepare for auditorium lecture  
**1625** – Prepare for auditorium lecture  
**1725** – Transit to flight room or Flight Commander's cube for counseling

**END OF DUTY DAY FOR STUDENTS**

**1750** – Detail to Chow Hall for dinner  
**1830** – Detail to dorm or shopette for personals  
**1915** – Group study in dorms with flight mates  
**2100** – Individual study in dorm room/Work on assignments/Additional duties  
**2300** – Personal time/Hygiene  
**2345** – Lights out (COT students don't have mandatory light's out time)

## **Training Day-0 and -1 Station Checklist**

### **Training Day – 0**

- \_\_\_\_\_ Station 1 – COT Dorm Lobby – Receive room key, building key, supply equipment
- \_\_\_\_\_ Station 2 – Receive nametag, pay for meals, computer inprocessing
- \_\_\_\_\_ Station 3 – Military Training Instructor Briefing
- \_\_\_\_\_ Dinner Briefing
- \_\_\_\_\_ Evening MTI Briefing

### **Training Day – 1**

- \_\_\_\_\_ Station 1 – Demand reduction
- \_\_\_\_\_ Station 2 – Physical Conditioning Center (Gym) – Height/Weight, Wet Foot Test
- \_\_\_\_\_ Station 3 – Blood draw (Fill out Fitness Questionnaire, Immunization Info)
- \_\_\_\_\_ Station 4 – DD Form 93
- \_\_\_\_\_ Breakfast – received boxed breakfast
- \_\_\_\_\_ Lunch – dining facility
- \_\_\_\_\_ Station 5 – AAFES
- \_\_\_\_\_ Dinner

Notes:

1. Keep this checklist up to the minute.
2. Ensure that you are staying hydrated and receiving all your boxed meals.

## **Items Required for Inprocessing TD-0 and TD -1**

- \_\_\_\_ Picture ID
- \_\_\_\_ Method of Payment for Uniforms at AAFES
- \_\_\_\_ Orders 7 copies (Never give away the last copy of your orders, make more)
- \_\_\_\_ Shot Records
- \_\_\_\_ Cash \$6
- \_\_\_\_ Operating Instructions
- \_\_\_\_ Welcome Package
- \_\_\_\_ Any Personnel Records
- \_\_\_\_ Nametag
- \_\_\_\_ Comfortable Walking Shoes
- \_\_\_\_ Full Canteen
- \_\_\_\_ Poncho
- \_\_\_\_ Pen
- \_\_\_\_ Optional Item: Backpack or Briefcase to carry all these items



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

17 Apr 06

MEMORANDUM FOR ALL STAFF AND STUDENTS IN THE 23 TRS

FROM: 23 TRS/CC

SUBJECT: Military Equal Opportunity and Treatment (EOT) Program

1. You have the right to work in an environment free of unlawful discrimination and sexual harassment. Unlawful discrimination is any discrimination based on race, color, religion, sex, or national origin. Unlawful discrimination and sexual harassment are contrary to good order and discipline and counter-productive to combat readiness and mission accomplishment. I will not tolerate unlawful discrimination against Air Force personnel or their family members.
2. Your chain of command is responsible for creating an environment free from unlawful discrimination and sexual harassment. You should attempt to resolve EOT problems at the lowest level, and you have the right to file an informal or formal EOT complaint with your chain of command without fear or reprisal. Students must upchannel all instances of discrimination or harassment to their Flt/CC, even if they have been fully resolved at the student level.
3. All reports of unlawful discrimination or sexual harassment will be investigated and appropriate disciplinary and corrective action will be taken if unlawful discrimination, harassment, or reprisal is substantiated.
4. All rating and evaluation officials will evaluate compliance with EOT directives and document repeated or serious violations in performance reports. Membership in groups espousing supremacist causes or advocating unlawful discrimination must be considered in evaluating and assigning members.
5. These requirements are the minimum legal behaviors for AF members, but we can go well beyond simply being legal. I expect staff and students to model professional behavior at all times. Loss of self-control, belittling comments, profanity, etc., do not reflect well on the AF and will not be tolerated. More importantly, we will aggressively work to develop our diverse abilities and talents, to ignore differences that have no bearing on mission accomplishment, and to make every person successful and proud of their unique contributions to the squadron.

A handwritten signature in black ink that reads "Mark R. Morris".

MARK R. MORRIS, Lt Col, USAF  
Commander



**DEPARTMENT OF THE AIR FORCE**  
**AIR UNIVERSITY (AETC)**

17 Apr 06

**MEMORANDUM FOR INCOMING STUDENTS**

**FROM:** 23 TRS/DOC

**SUBJECT:** Severe Weather Procedures

1. Welcome to Commissioned Officer Training! As a student, you will face many challenges, to include severe weather (e.g., tornados, strong thunderstorms, intense heat). My job is to make you aware of these conditions, and ensure you take proper safety precautions.

2. Tornados affect the Montgomery area every year, especially during the Spring and Summer (tornado season). A tornado *watch* means weather conditions are favorable, while tornado *warning* means a funnel cloud has been spotted or is imminent. During a *warning*, a 3-5 minute steady tone will sound over the base warning system. Take the following precautions when you hear this tone:

- a. OTS Large Auditorium – exit auditorium, proceed to interior, first-floor flight rooms
- b. OTS Small Auditorium – exit auditorium, proceed to interior hallways on the sides of and behind the auditorium
- c. Flight rooms – proceed to interior, first-floor flight rooms
- d. Dorms – proceed to closets in first-floor rooms, three students per closet (when closets are full, fill bathrooms)
- e. Outdoors – quickly enter nearest building and take cover in smallest, innermost room
- f. Most importantly, take shelter first. Accountability actions will occur after the “all clear” is sounded over the base warning system and the OCC (danger has passed)

3. Montgomery’s intense heat and humidity is another safety consideration during the hot season (15 Apr – 15 Oct). Temperatures will average in the mid 80s, and possibly reach mid 90s. As a result, you can suffer from several heat stress disorders (e.g., heat cramps, heat exhaustion, heat stroke). For your protection, physical training is conducted during early morning hours to avoid the hottest part of the day. In addition, you must drink plenty of fluids. Proper hydration is the best way to prevent heat stress.

4. Please contact me at 3-0310 with any questions you might have.

//SIGNED//

CHARLES D. SELLERS, Capt, USAF  
Unit Safety Representative





**DEPARTMENT OF THE AIR FORCE**  
**AIR UNIVERSITY (AETC)**

17 Apr 06

**MEMORANDUM FOR COMMISSIONED OFFICER TRAINING STUDENTS**

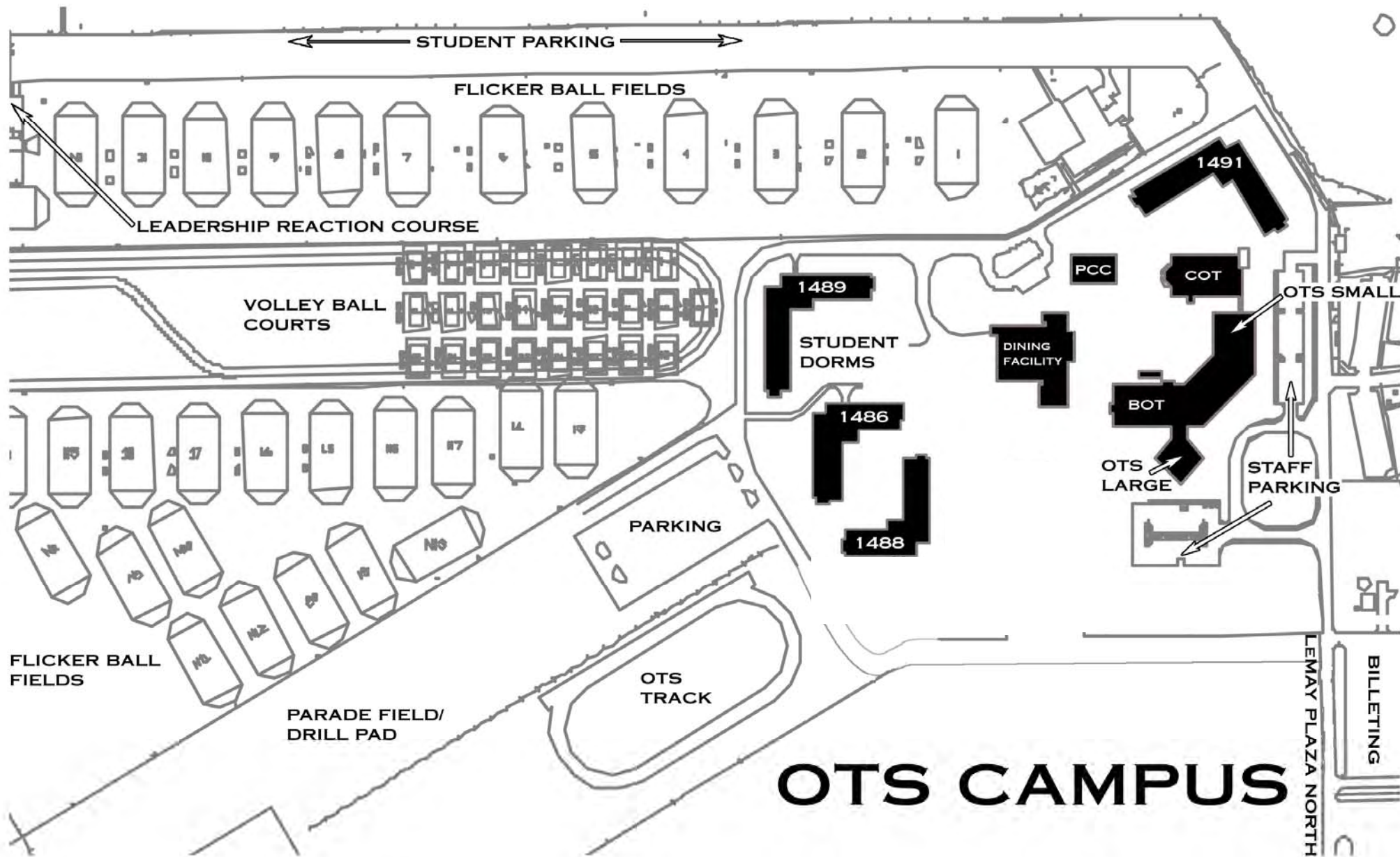
**FROM:** 23 TRS/CC

**SUBJECT:** Samples of Behavior Policy

1. Each student must complete their Samples of Behavior (SOBs) individually before they may study with other students. Students may not accept completed SOBs or assistance from others until they have accomplished the SOBs themselves.
2. Students may participate in group study sessions or seek help from other students when they have completed one of the following:
  - a. Rewritten the SOBs and answers from the study guide in a notebook, computer file, on note cards, etc.
  - b. Found the answers to the SOBs in the study guide and annotated the answers with a highlighter, margin notes, etc. These annotations must include the corresponding SOB number.
  - c. Consulted with a flight commander or a curriculum area manager for assistance with SOBs that you could not find.
3. Students may study in groups after all members of that group have completed the SOBs that will be discussed. For example, if the group studies the SOBs for LS-1A through LS-1I, only students that have answered these SOBs may participate in the group.
4. Officers must be self-reliant and cannot expect others to do their work for them. Accepting SOBs from others without first accomplishing them yourself is not acceptable.
5. If you have questions regarding this policy, consult your flight commander, student squadron commander or a curriculum area manager.

*Mark R Morris*  
MARK R. MORRIS, Lt Col, USAF  
Commander

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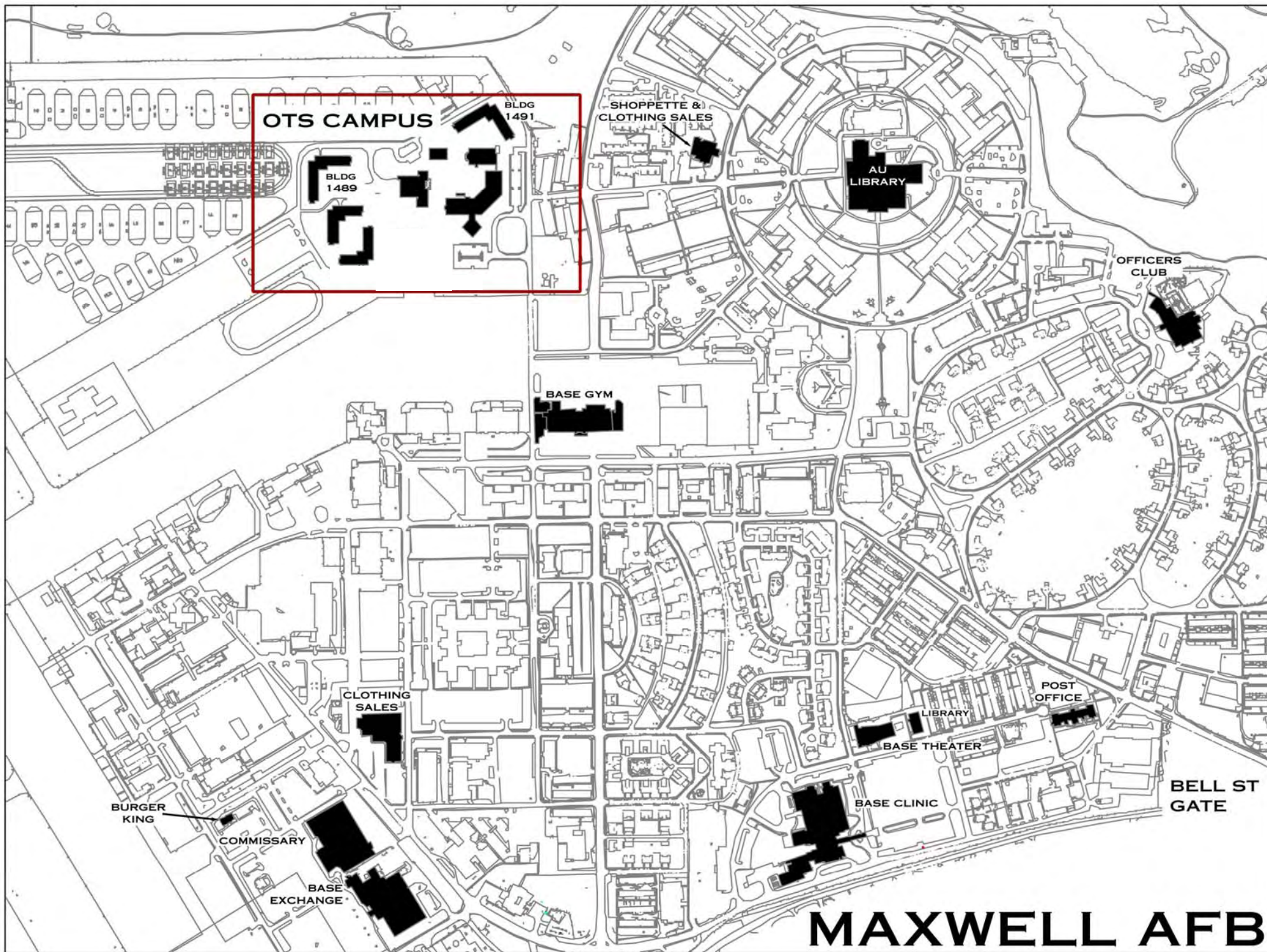


# OTS CAMPUS

## IMPORTANT!

- When on the OTS Campus marching is mandatory. Move quickly and with a purpose.
- The only talking allowed are marching commands and proper greetings.
- Maintain situational awareness (SA) and travel on sidewalks (unless unavoidable).
- Salute all commissioned staff if you are wearing PT gear. Salute as appropriate when wearing rank.





DAY ST GATE

**MAXWELL AFB**

## Commissioned Officer Training Customer Service POC Handout – 17 Apr 06

**Personnel Section:** We are located in the main OTS building (Bldg 1487) at the Personnel Assistance Counter (PAC). The PAC is located near the plasma screen sign-in monitor. Please sign in at the computer to the right of the PAC for any personnel questions or concerns. Our normal hours of operation are Mon/Wed/Fri from 0730-1500 and Tues/Thurs from 0730-1630. Or you may contact us at the following number:

SSgt Williams	NCOIC, COT	953-9981
SrA Eirby	COT Customer Service Rep	953-1864

**Dependent IDs/DEERS Enrollment:** In order for your family to be eligible for medical or dental coverage, we must update their information in the Defense Enrollment Eligibility Reporting System (DEERS). You will need to provide the Personnel Section with a **DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment, Worksheet** (provided during the Personnel In-processing briefing) along with a marriage certificate and/or birth certificates for your children. Please provide your spouse's birth certificate only if you have step-children. Once this information is verified, we will use the **DD Form 1172 Worksheet** to update your dependents in the system. **Once updated, we will notify your FC and request that you report to the PAC to sign your actual DD Form 1172.** This form should be mailed to your family members. Dependents can use the signed DD Form 1172 within 90 days to receive their ID at any DoD Military Installation. Dependents must be at least 10 years old to receive an ID card. Dependents under 10 years old will not be reflected on the DD Form 1172, but they will be updated in DEERS.

**Medical/Dental Coverage:** To enroll your family members for medical coverage with Tricare, call 1-800-403-3950 or visit their website at [www.tricare.osd.mil](http://www.tricare.osd.mil).

To enroll your family members for dental coverage with United Concordia Tricare Dental Program call 1-888-622-2266 or visit their website at [www.ucci.com](http://www.ucci.com). **You and your family members must be enrolled in DEERS prior to signing up for medical/dental coverage.**

**Finance Office:** A Finance Representative will be available to address your financial concerns in the main OTS building at the Personnel Assistance Counter (PAC) on the following days and times: Mon/Fri from 1130-1230 (walk-ins) and Tues/Thurs from 1130-1230 (appt only). **A Finance Representative will not be available in the OTS Building on Wednesdays.** If you are unable to meet with Finance at these times due to scheduling conflicts, please contact TSgt Anderson or SSgt Harris for assistance. *FYI: Please do not sign in at the PAC computer for assistance from Finance---they will have a separate sign-in sheet available.*

**For emergency pay concerns, please contact the Maxwell AFB Finance Office (Bldg 804) at 953-3288, option #2.**

**Montgomery G.I. Bill Questions:** Maxwell AFB Education Office - 953-7401

**Legal Matters:** Maxwell AFB Legal Office (Mon – Thurs 0800 - 0900) - 953-2786

**Shipment of Household Goods:** Maxwell AFB Traffic Management Office (TMO) - 953-2058

**Travel Arrangements:** Official Business – 264-0076    Leisure – 262-4914



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

17 Apr 06

MEMORANDUM FOR COMMISSIONED OFFICER TRAINING STUDENTS

FROM: 23 TRS/DO

SUBJECT: Medical and Dental Care Guidance

1. **If there is a threat to life, limb, or eyesight, go directly to the nearest emergency room or call 911.** To contact the ambulance service located on Maxwell AFB dial 911 from a base phone or (334)953-9911 from your cell phone. Dialing 911 from your cell phone will get the Montgomery emergency response number and takes longer to respond to an on-base emergency. Local hospitals include:

- Jackson Hospital (I-85N, Forest Ave Exit 2, Turn Left); 293-8000 (**Non-TRICARE**)
- Baptist South Hospital (I-65S, E. South Blvd Exit 168, Turn Left); 288-2100 (**Preferred**)
- Baptist East Hospital (I-85N, Taylor Rd Exit 9, Turn Left); 277-8330

2. Non-emergency medical attention **during duty hours**:

- **OTS Sick Call:** Independent Duty Medical Technician (IDMT) office (building 1487, 1st floor), Monday - Friday 0515-0645 and 1230-1300
- **Maxwell Clinic:** Call 953-3368 between 0700 and 1600 for an appointment
  - Report to OTS IDMT office prior to and after reporting to Maxwell Clinic (bring all medical paperwork)
  - Sick call hours are Monday through Friday 0645-0730 (no appointment necessary)
  - Call the Operational Medicine Nurse at 953-2462 to verify whether you need an appointment, obtain medical advice, or obtain lab results
  - Ensure they understand you are an OTS student

3. Report for all sick call or medical appointments in an authorized uniform.

4. If you require non-emergency medical attention **after duty hours**:

- **On base** call the OCC at 953-9675 or the SDO cell phone at 462-4411
- **Off base** call 953-3368 and ask to speak to the on-call physician; if you cannot reach the on-call physician, contact the nearest hospital emergency room and speak to their on-call physician
- Report to OTS IDMT office during sick call hours the next duty day

5. **If you receive medical care *without a referral***, you must report the visit within 24 hours. If you are enrolled in Tricare elsewhere, call your regional Tricare office. If you are not enrolled in Tricare elsewhere, call 953-3368. If you were seen during the weekend, call during the next duty day. You initially may have to pay your own medical bill, but Tricare can reimburse you later. If possible, obtain a referral prior to seeking medical attention to preclude incurring non-authorized costs. The OTS IDMTs can help process your Tricare paperwork and answer Tricare questions, if needed.

//SIGNED//

ELVEN E. DUVALL IV, Maj, USAF  
Director of Operations

## TRICARE INFORMATION SHEET -- 17 Apr 06

This information was extracted from the TRICARE website and/or TRICARE informational handouts:

To receive the full benefit under TRICARE Prime, Prime members must have their non-emergency health needs directed by their Primary Care Manager (PCM) and approved health care finder. This includes all referrals to specialists, hospitalizations or any care required while traveling away from home. When Prime members do not coordinate their health care through their PCM, they make a choice to exercise the TRICARE Point of Service option. By making that choice, TRICARE Prime members are subject to higher deductibles and cost shares. TRICARE Prime beneficiaries who are treated for an emergency should notify their PCM within 24 hours of their emergency treatment in order to receive the full PRIME benefit. Point of Service Option Cost Share is 50% of the TRICARE Maximum Allowable Charge (MAC).

This applies to OTS students that are prior enlisted as they are here TDY enroute and all students TDY here for SOS, ASBC, etc.

New accessions that are not enrolled will be authorized through the Service Point of Contact (SPOC) option.

Below is a current list of TRICARE authorized urgent care centers. This may be helpful for students here TDY when trying to coordinate urgent care with their PCM at their home base.

Please remind students to update their DEERS information and MTF information whenever they change address/phone number, etc. Failure to update DEERS and MTF information can result in misdirected communication, delayed enrollment and claims payment, etc.

All beneficiaries can call DEERS at 1-800-538-9552 or make the address change online by visiting [www.tricare.osd.mil/DEERS](http://www.tricare.osd.mil/DEERS) address/.

### Urgent Care Centers

**Mouton, Abraham MD**  
**Soler, Anthony MD**  
**American Family Care**  
2936 Marti Lane  
Montgomery, Al 36116  
334-288-0088  
Mon-Sun, 8a-6p

**Arguello, Martha MD**  
**American Family Care**  
6910 Vaughn Road  
Montgomery, Al 36116  
334-279-7444  
Mon-Sat, 8a-6p

**Beauchamp, D'Livro MD**  
**Sachdev, Jatinder MD**  
**American Family Care**  
601 N Eastern Blvd.  
Montgomery, Al 36117  
334-279- 6331  
Mon-Sat, 8a-6p

**PriMed Vaughn Road**  
2815 Eastern Blvd  
Montgomery, Al 36116  
334-271-4545  
Sun-Sun, 7a-9p

**PriMed Atlanta Highway**  
4305 Atlanta Highway  
Montgomery, Al 36109  
334-271-7051  
8a-9p Sun-Sun (Closed Major Holidays)

**PriMed Taylor Crossing**  
34 Taylor Road , North  
Montgomery, Al 36117  
334-272-7639  
Sun-Sun, 7a-9p

*Provider listings are subject to change without notice. Please call the provider to confirm continued participation with TRICARE.*



## TRICARE TOLL-FREE NUMBERS

### National Toll Free Numbers

<a href="http://www.tricare.osd.mil/pharmacy/seniorpharmacy.cfm">Senior Pharmacy Program</a>	1.877.DOD.MEDS (1.877.363.6337)
<a href="http://www.tricare.osd.mil/tfl/">TRICARE For Life</a>	1.888.DOD.LIFE (1.888.363.5433)
<a href="http://www.tricare.osd.mil/remot/">TRICARE Prime Remote (TPR)</a> (active duty and family members)	1.888.DOD.CARE (1.888.363.2273)
<a href="http://www.tricare.osd.mil/beneficiary/beneficiary/supprog.html">TRICARE Retiree Dental Plan - Deltal Dental</a>	1.888.838.8737
<a href="http://www.tricare.osd.mil/beneficiary/beneficiary/supprog.html">TRICARE Dental Program (TDP) - United Concordia</a>	1.800.866.8499
<a href="http://www.tricare.osd.mil/pharmacy/nmop.cfm">National Mail Order Pharmacy - Merck Medco</a>	1.800.903.4680
<a href="https://www.tricare.osd.mil/deers/">Defense Enrollment Eligibility Reporting Systems (DEERS)</a>	1.800.538.9552
Active Duty Claims (MMSO)	1.800.876.1131

### Regional Toll Free Numbers

<a href="/regionalinfo/list.cfm?RegionID=1">Northeast (1)</a>	1.888.999.5195
<a href="/regionalinfo/list.cfm?RegionID=2">Mid-Atlantic (2)</a>	1.800.931.9501
<a href="/regionalinfo/list.cfm?RegionID=3">Southeast (3)</a>	1.800.444.5445
<a href="/regionalinfo/list.cfm?RegionID=4">Gulfsouth (4)</a>	1.800.444.5445
<a href="/regionalinfo/list.cfm?RegionID=5">Heartland (5)</a>	1.800.941.4501
<a href="/regionalinfo/list.cfm?RegionID=6">Southwest (6)</a>	1.800.406.2832
<a href="/regionalinfo/list.cfm?RegionID=8">Central (7/8)</a>	1.888.874.9378
<a href="/regionalinfo/list.cfm?RegionID=9">Southern California (9)</a>	1.800.242.6788
<a href="/regionalinfo/list.cfm?RegionID=10">Golden Gate (10)</a>	1.800.242.6788
<a href="/regionalinfo/list.cfm?RegionID=11">Northwest (11)</a>	1.800.404.2042
TRICARE Pacific <a href="/regionalinfo/list.cfm?RegionID=12">Hawaii</a>	1.800.242.6788
<a href="/regionalinfo/list.cfm?RegionID=15">WESTPAC</a>	1.888.777.8343
<a href="/regionalinfo/list.cfm?RegionID=16">Latin America &amp; Canada</a>	1.888.777.8343
<a href="/regionalinfo/list.cfm?RegionID=17">Puerto Rico &amp; Virgin Islands</a>	1.888.777.8343
<a href="/regionalinfo/list.cfm?RegionID=13">Europe</a>	1.888.777.8343

The [TRICARE Web site](http://www.tricare.osd.mil/) is the official Web presence of the TRICARE Management Activity.  
Skyline 5, Suite 810, 5111 Leesburg Pike, Falls Church, VA 22041-3206



# MALE UNIFORM CHECKLIST

**Rank and Name:**

**Class:**

**Flight:**

*Items with an \* must be purchased by the end of training day 1. Items that have been worn or altered may not be returned. Quantities listed are minimum requirements. You may wish to purchase more for convenience.*

*Items listed as "seasonal" should be purchased during the months of November through March.*

Battle Dress Uniform			Mess Dress Uniform		
	Qty	Price		Qty	Price
<input type="checkbox"/> Pants*	2	27.15	<input type="checkbox"/> Mess Dress Jacket *	1	165.00
<input type="checkbox"/> Shirt*	2	26.20	<input type="checkbox"/> Mess Dress Slacks*	1	69.00
<input type="checkbox"/> Hat *	1	4.15	<input type="checkbox"/> Mess Dress Shirt	1	27.00
<input type="checkbox"/> Combat Boots*	1 pair	55.00	<input type="checkbox"/> Suspenders	1	6.75
<input type="checkbox"/> Name Tapes*	2	1.00	<input type="checkbox"/> Cummerbund	1	10.00
<input type="checkbox"/> Belt w/black buckle*	1	2.50	<input type="checkbox"/> Bow Tie	1	3.30
<input type="checkbox"/> Blousing Straps*	1 set	.25 - .75	<input type="checkbox"/> Cuff Links and Studs	1 set	16.00
<input type="checkbox"/> Black T-shirt*	2	4.95	<input type="checkbox"/> Shoulder Boards	1 set	34.00 – 38.00
<input type="checkbox"/> Boot Socks*	4 pair	1.50	<input type="checkbox"/> Miniature Medals	Varies by individual	
<input type="checkbox"/> Subdued Rank*	2 sets	.80/.85	<input type="checkbox"/> Miniature Medal Mount	Varies by individual	
(at least 1 set must be pin-on rank)					
<input type="checkbox"/> Bright Rank (pin-on)*	1 set	1.50 – 1.80	<b>Physical Training (PT) Gear</b> PT gear is only available at the OTS Shoppette		
<input type="checkbox"/> Black Watch Cap	1	2.90			
(seasonal)					
<input type="checkbox"/> Black Gloves	1 pair	17.05			
<input type="checkbox"/> Duffle Bag	1	18.30			
Service (Blue) Uniform			Physical Training (PT) Gear		
	Qty	Price		Qty	Price
<input type="checkbox"/> Service Dress Jacket*	1	149.00	<input type="checkbox"/> Flashlight*	1	3.29
<input type="checkbox"/> Service Dress Slacks*	1	33.30	<input type="checkbox"/> “D” Batteries	1 pack	2.48
<input type="checkbox"/> Polyester Slacks*	1	36.00	<input type="checkbox"/> T-shirt, gray*	1	11.00
(Or you may purchase 2 pairs of service dress slacks)			<input type="checkbox"/> T-shirt, Squadron color*	2	11.00
<input type="checkbox"/> Short Sleeve Shirt	2	11.25/33.00	<input type="checkbox"/> Shorts*	2	12.00
<input type="checkbox"/> Long Sleeve Shirt	1	13.00/38.00	<input type="checkbox"/> Hat *	1	4.25
<input type="checkbox"/> White V-neck T-shirt	2	6.90	<input type="checkbox"/> Sweatshirt (seasonal)	1	16.00
<input type="checkbox"/> Blue Neck Tie	1	3.00/3.50	<input type="checkbox"/> Sweat Pants (seasonal)	1	15.00
<input type="checkbox"/> Low-quarter Shoes	1 pair	54.90			
<input type="checkbox"/> Black Dress Socks	4 pair	3.00			
<input type="checkbox"/> Flight Cap	1	11.45			
<input type="checkbox"/> Blue Belt w/silver buckle	1	2.55			
<input type="checkbox"/> Rank Epaulets (slide on)	1 set	2.50/2.70			
<input type="checkbox"/> Bright Rank (pin-on)	2 sets	1.50 – 1.90			
<input type="checkbox"/> U.S. Insignia	1 set	1.40			
<input type="checkbox"/> Ribbons	Varies by individual				
<input type="checkbox"/> Ribbon Mount	Varies by individual				
<input type="checkbox"/> Specialty Badge	2	3.10 - 3.40			
<input type="checkbox"/> Blue Name Tag*	1	3.00			
<input type="checkbox"/> Silver Name Tag*	1	7.95			
<input type="checkbox"/> White Gloves (for graduation parade)	1	2.95			

Current as of 7-Sep-06, prices are subject to change.

*Current as of 7-Sep-06, prices are subject to change.*

*Items with an \* must be purchased by the end of training day1.*

# FEMALE UNIFORM CHECKLIST

**Rank and Name:**

**Class:**

**Flight:**

*Items with an \* must be purchased by the end of training day 1. Items that have been worn or altered may not be returned. Quantities listed are minimum requirements. You may wish to purchase more for convenience.*

*Items listed as "seasonal" should be purchased during the months of November through March.*

Battle Dress Uniform	Qty	Price
<input type="checkbox"/> <b>Pants*</b>	2	27.15
<input type="checkbox"/> <b>Shirt*</b>	2	26.20
<input type="checkbox"/> <b>Hat *</b>	1	4.15
<input type="checkbox"/> <b>Combat Boots*</b>	1 pair	55.00
<input type="checkbox"/> <b>Name Tapes*</b>	2	1.00
<input type="checkbox"/> <b>Belt w/black buckle*</b>	1	2.50
<input type="checkbox"/> <b>Blousing Straps*</b>	1 set	.25 - .75
<input type="checkbox"/> <b>Black T-shirt*</b>	2	4.95
<input type="checkbox"/> <b>Boot Socks*</b>	4 pair	1.50
<input type="checkbox"/> <b>Subdued Rank*</b>	2 sets	.80/.85
(at least 1 set must be pin-on rank)		
<input type="checkbox"/> <b>Bright Rank (pin-on)*</b>	1 set	1.50 – 1.80
<input type="checkbox"/> <b>Black Watch Cap</b>	1	2.90
(seasonal)		
<input type="checkbox"/> <b>Black Gloves</b>	1 pair	17.05
(seasonal)		
<input type="checkbox"/> <b>Duffle Bag</b>	1	18.30

Service (Blue) Uniform	Qty	Price
<input type="checkbox"/> Service Dress Jacket*	1	139.00
<input type="checkbox"/> Service Dress Slacks*	1	32.05
<input type="checkbox"/> Polyester Slacks*	1	36.00
(Or you may purchase 2 pairs of service dress slacks)		
<input type="checkbox"/> Skirt (optional)*	1	28.70
<input type="checkbox"/> Short Sleeve Shirt	2	13.45/27.50
<input type="checkbox"/> Long Sleeve Shirt	1	13.15/31.50
<input type="checkbox"/> Blue Neck Tab	1	2.90
<input type="checkbox"/> Low-quarter Shoes	1 pair	42.00
<input type="checkbox"/> Black Dress Socks	4 pair	1.39/3.00
<input type="checkbox"/> Flight Cap	1	11.45
<input type="checkbox"/> Blue Belt w/silver buckle	1	3.30
<input type="checkbox"/> Rank Epaulets (slide on)	1 set	2.50/2.70
<input type="checkbox"/> Bright Rank (pin-on)	2 sets	1.50 – 1.90
<input type="checkbox"/> U.S. Insignia	1 set	1.40
<input type="checkbox"/> Ribbons	Varies by individual	
<input type="checkbox"/> Ribbon Mount	Varies by individual	
<input type="checkbox"/> Specialty Badge	2	3.10 - 3.40
<input type="checkbox"/> Blue Name Tag*	1	3.00
<input type="checkbox"/> Silver Name Tag*	1	7.95
<input type="checkbox"/> White Gloves (for graduation parade)	1	2.95

Mess Dress Uniform	Qty	Price
<input type="checkbox"/> Mess Dress Jacket*	1	159.00
<input type="checkbox"/> Mess Dress Skirt*	1	59.00
<input type="checkbox"/> Mess Dress Blouse	1	21.00
<input type="checkbox"/> Regulation Nylons	Varies by brand	
<input type="checkbox"/> Pumps	1	27.00
<input type="checkbox"/> Cummerbund	1	10.00
<input type="checkbox"/> Satin Neck Tab	1	6.50
<input type="checkbox"/> Cuff Links & Studs	1 set	16.00
(optional)		
<input type="checkbox"/> Shoulder Boards	1 set	34.00 – 38.00
<input type="checkbox"/> Miniature Medals	Varies by individual	
<input type="checkbox"/> Miniature Medal Mount	Varies by individual	

## Physical Training (PT) Gear Qty Price

PT gear is only available at the OTS Shoppette

<input type="checkbox"/> <b>Flashlight*</b>	1	3.29
<input type="checkbox"/> <b>"D" Batteries</b>	1 pack	2.48
<input type="checkbox"/> <b>T-shirt, gray*</b>	1	11.00
<input type="checkbox"/> <b>T-shirt, Squadron color*</b>	2	11.00
<input type="checkbox"/> <b>Shorts*</b>	2	12.00
<input type="checkbox"/> <b>Hat*</b>	1	4.25
<input type="checkbox"/> <b>Sweatshirt (seasonal)</b>	1	16.00
<input type="checkbox"/> <b>Sweat Pants (seasonal)</b>	1	15.00

Miscellaneous Items	Qty	Price
<input type="checkbox"/> Rubbermaid (or equiv) container	1	2.95
(optional)		
<input type="checkbox"/> Light Weight Blue Jacket	1	64.70
(seasonal)		
<input type="checkbox"/> Blue Cardigan Sweater (optional)	1	39.95
<input type="checkbox"/> Regulation Purse (optional)	1	22.00-74.00
<input type="checkbox"/> White Towels (optional)	1	2.15
<input type="checkbox"/> White Socks-ankle or crew	2	2.99
(optional)		

*Current as of 7-Sep-06, prices are subject to change.*

*Items with an \* must be purchased by the end of training day 1.*

# COT Student Computer Instructions

**WARNING: DO NOT ATTACH ANY PERSONAL COMPUTER OR LAPTOP TO ANY BASE LAN OR TELEPHONE LINE. THIS IS A SECURITY VIOLATION AND WILL CLOSE DOWN THAT PORT FOR NORMAL COMPUTER USE!!!**

## ***1. INSTRUCTIONS FOR FIRST TIME LOG ON FOR STUDEN COMPUTER ACCOUNTS***

To log on to your computer in your room or the computer lab (2nd floor OTS LG):

**Step 1:** Hit **Ctrl-Alt-Delete**

**Step 2:** Read Warning and click **OK**

**Step 3:** Type in Username in box (Typically firstname.lastname; i.e., **john.smith**)

**Step 4:** Type in Default Password: **He1pde\$kM\$0** (The L is a number one, the 0 is a zero)

**Step 5:** Ensure Log-on is **MAXWELL** (It will not allow you to log in unless it is on Maxwell)

**Step 6:** Click **OK**

**Step 7:** Change Password at Prompt

**Password Criteria** - In accordance with AFMAN 33-223 all passwords must contain a minimum of nine characters comprised of at least one uppercase character, one lowercase character, one number character, and one special character. **Passwords will not contain dictionary words spelled frontward, backward, or split with a number or special character.** Passwords will not contain the username or the user-ID. Example: **Ab1#\$2cDe**

## ***2.INSTRUCTIONS FOR USING INTERNET EXPLORER TO ACCESS OUTLOOK E-MAIL***

**Step 1:** Open Internet Explorer

**Step 2:** Type in address block: **https://maxowa.maxwell.af.mil**

**Step 3:** Type in Log-on name and password (Ex name: **john.smith** password: **Ab1#\$2cDe**)



**Step 4:** Click **OK** and you will have access to Microsoft Webmail

**Step 5:** Your Email address will be your user name with **@maxwell.af.mil** at the end

(Ex: [john.smith@maxwell.af.mil](mailto:john.smith@maxwell.af.mil))

**Step 6:** Once you are on your email page save address to your “favorites” folder for next use.

**Note:** Only Maxwell Email will be used on Government computers. Personal email may be used at Air University Library Computers only.

### 3. INSTRUCTIONS FOR INFORMATION ASSURANCE TRAINING (IAAP)

(IAAP Training must be done no later than TD-4)

**Step 1:** Click on Internet Explorer;

**Step 2:** Go to Air Force Portal: [www.my.af.mil](http://www.my.af.mil)

**Step 3:** Click on [Register for a new AF Portal Account without a CAC](#)

**Step 4:** Register for the Air Force Portal.

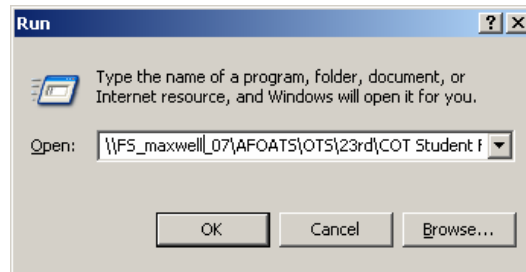
**Note:** Use your Maxwell email account in order to receive your username and password. Password expires after 24 hours so log in as soon as possible. Your Air Force Portal log-in and password will be different than your Maxwell account.

**Step 5:** Once on the AF Portal click on: **Information Assurance (IA) Training [.mil/.com]** under “Featured Links” and complete training by **TD-4**. Once done print certificate and turn in to your flight Computer Officer.



### 4. INSTRUCTIONS FOR ACCESS INTO THE COT STUDENT FOLDER

**Step 1:** On the start menu click: **run**



**Step 2:** Type in [\\FS\\_maxwell\\_07\AFOATS\OTS\23rd\COT Student Folder](#)

**Step 3:** Click **OK**

**Step 4:** The student folder will pop up and you should see each of the flights names. One the bottom there will be a shortcut named: **COT Student Folder** Drag that shortcut to your desktop for quick access. Also save the folder name in the “**Favorites**” menu.

### 5. WIRELESS INTERNET



Wireless internet is not available in the Student Dorms however it is available in the Air University (AU) Library. The AU Library on the same road as the OTS Shoppett. The hours are:

**Monday-Thursday 0730-2145**

**Friday & Saturday 0800-1645**

**Sundays 1300-1645**

**Holiday hours are announced**

### 6. CONTACT INFORMATION

**OTS Computer Support:** 3-4619 or 3-4617 COMM: (334)953-4619,4617

-- Only contact if you've tried to use the Student Wing chain of command

**Maxwell Helpdesk** (After hours Support): 3-2622 COMM: (334)953-2622

-- Limited support: they can only unlock accounts.

**Air Force Portal:** (334)416-5771 Opt 7, Opt 9

-- Expect long delays; do not sit on phone for extended periods of time and neglect your studies

# Initial Performance Feedback Worksheet Instructions

- FILL THIS OUT COMPLETELY AND HAVE IT ON YOU FOR FLIGHT COMMANDER WELCOME (Training Day 2)
- Only fill out one of the two provided forms
  - Field grade officers (Major, Lieutenant Colonel, and Colonel) fill out form #724a
  - Company grade officers (Second Lieutenant, First Lieutenant, and Captain) fill out form #724b
- Print double-sided, head to foot (also called “flip on short edge”)
- Section I
  - Name: LAST NAME, FIRST NAME, MI.
  - Grade: your military pay grade (e.g., second lieutenant is “O-1”, first lieutenant is “O-2”, etc.)
- Sections II-V. Leave these sections blank. The Flight Commander Interview section will be filled out during your initial interview with your Flight Commander upon arrival at OTS
- Section VI and VII. Fill these sections out as completely as possible. All items in the “PME” block must be complete upon arrival at OTS
- Gaining Unit Commander (Rank and Full Name)
  - Your Squadron Commander—not the Wing or Group Commander (unless you will work directly for one of those individuals)
  - Must provide his/her direct Defense Switch Network (DSN) number—if you do not know this information, contact your recruiter, unit, or sponsor
- Sponsor (Rank and Full Name)
  - This individual is assigned by your gaining unit to assist you with your transition to your gaining base; therefore, you should contact this individual before departing to COT
  - If you do not know this information, contact your recruiter or unit for assistance
- Once finished, staple a copy of your orders to the front, and highlight your full name only on those orders

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## FIELD GRADE OFFICER PERFORMANCE FEEDBACK WORKSHEET (MAJ thru COL)

## I. PERSONAL INFORMATION

NAME	GRADE	UNIT 23 TRS (COT)
------	-------	-------------------

II. TYPES OF FEEDBACK:	<input checked="" type="checkbox"/>	INITIAL	<input type="checkbox"/>	MID-TERM	<input type="checkbox"/>	FOLLOW-UP	<input type="checkbox"/>	RATEE REQUESTED	<input type="checkbox"/>	RATER DIRECTED
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### III. KEY DUTIES, TASKS, AND RESPONSIBILITIES

V. COMMENTS	
-------------	--

Student.
----------

## RECORD OF FLIGHT COMMANDER BRIEFING

1. Inform student of interview purpose & Flt/CC open door policy
2. Ground Safety
  - A. Flt/CC-Staff must be notified immediately of any injury
  - B. Use of seat belts and shoulder restraints mandatory
  - C. Sick Call, Heat Stress Index, General Health/Hygiene (OTSOI 40-1)
  - D. Evacuation/Severe Weather Procedures: Tornadoes, Thunderstorms, Lightning, Flag Conditions--Black, Red, Green, Yellow & White
  - E. Member will not practice medicine unless situation is life-threatening.
  - F. Auto insurance and Base Registration requirements
  - G. If pregnant, inform Flt/CC immediately (Circle One)  
YES / NO
3. Are there any personal problems/medications/physical limitations which could impact your training (Circle One)?  
YES (MFR Required) / NO
4. Over Body Mass Index, over allowable Body Fat, under Body Mass Index counseling (MFR required)
5. OTS Tobacco Policy: none while in student status (OTSMAN 36-2201)
6. Reservations concerning military service (Circle One)?  
YES / NO
7. AF Policy on sexual, racial, religious harassment, and conduct unbecoming an officer (AFPAM 36-2705)
8. Alcohol consumption, DUI, drugs, wear of uniform at local establishment whose main business is serving alcohol (OTSMAN 36-2201)
9. Financial responsibilities--pay bills/support families (AFI 36-2906)
10. Curriculum overview (Tests/Standards), Academic Integrity (AUI 36-2309), Academic Freedom/Non-Attribution Policy (OTS Sup 1, AUI 36-2308)
11. Is English your first spoken language (Circle One)?  
YES / NO

#### IV. PERFORMANCE FEEDBACK

	<i>needs significant improvement</i>	<i>needs little or no improvement</i>
--	--------------------------------------	---------------------------------------

## 1. JOB KNOWLEDGE

Has knowledge required to perform duties effectively	←=====→
Strives to improve knowledge	←=====→
Applies knowledge to handle non-routine situations	←=====→

## 2. LEADERSHIP SKILLS

Sets and enforces standards	←→
Motivates subordinates	←→
Works well with others	←→
Fosters teamwork	←→
Displays initiative	←→
Self-confident	←→
Has respect and confidence of subordinates	←→
Fair and consistent in evaluation of subordinates	←→

### 3. PROFESSIONAL QUALITIES

Exhibits loyalty, discipline, dedication, integrity, honesty, officership	←————→
Adheres to Air Force standards	←————→
Accepts personal responsibility	←————→
Is fair and objective	←————→


#### 4. ORGANIZATIONAL SKILLS

Plans, coordinates, schedules, and uses resources effectively	←→
Schedules work for self and others equitably and effectively	←→
Anticipates and solves problems	←→
Meets suspenses	←→

## 5. JUDGMENT AND DECISIONS

Makes timely and accurate decisions	←=====→
Emphasizes logic in decision making	←=====→
Retains composure in stressful situations	←=====→
Recognizes opportunities and acts to take advantage of them	←=====→

## 6. COMMUNICATION SKILLS

Listening 

Speaking 

Writing 

<b>VI. PROFESSIONAL DEVELOPMENT</b>										
<b>STRENGTHS:</b> Are you interested in competing for a leadership position at COT (Circle One)? YES / NO  What are some of your qualifications for a leadership position?  										
<b>SUGGESTED GOALS:</b> What do you expect to learn from this program (specific, measurable, achievable goals)?  										
<b>ACADEMIC/PROFESSIONAL EDUCATION:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%; text-align: left;">COLLEGES ATTENDED (Most Recent First)</th> <th style="width: 15%; text-align: left;">DEGREE TYPE</th> <th style="width: 20%; text-align: left;">MAJOR(s)</th> <th style="width: 30%; text-align: left;">LOCATION (City &amp; State/Country)</th> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> </table>			COLLEGES ATTENDED (Most Recent First)	DEGREE TYPE	MAJOR(s)	LOCATION (City & State/Country)				
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ORGANIZATIONAL SKILLS</b>			Demonstrates ability to plan	←————→		Coordinates actions	←————→		Schedules effectively	←————→		Uses resources effectively and efficiently	←————→		Meets suspenses	←————→		<b>5. JUDGMENT AND DECISIONS</b>			Makes timely and accurate decisions	←————→		Emphasizes logic in decision making	←————→		Retains composure in stressful situations	←————→		Recognizes opportunities	←————→		Requires minimal supervision	←————→		<b>6. COMMUNICATION SKILLS</b>			Listening	←————→		Speaking	←————→		Writing	←————→		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>RECORD OF FLIGHT COMMANDER BRIEFING</b> </div> <p>1. Inform student of interview purpose &amp; Flt/CC open door policy</p> <p>2. Ground Safety</p> <p style="margin-left: 20px;">A. Flt/CC-Staff must be notified immediately of any injury</p> <p style="margin-left: 20px;">B. Use of seat belts and shoulder restraints mandatory</p> <p style="margin-left: 20px;">C. Sick Call, Heat Stress Index, General Health/Hygeine (OTSOI 40-1)</p> <p style="margin-left: 20px;">D. Evacuation/Severe Weather Procedures: Tornadoes, Thunderstorms, Lightning, Flag Conditions--Black, Red, Green, Yellow &amp; White</p> <p style="margin-left: 20px;">E. Member will not practice medicine unless situation is life-threatening.</p> <p style="margin-left: 20px;">F. Auto insurance and Base Registration requirements</p> <p style="margin-left: 20px;">G. If pregnant, inform Flt/CC immediately (Circle One)</p> <p style="margin-left: 40px;">YES / NO</p> <p>3. Are there any personal problems/medications/physical limitations which could impact your training (Circle One)?</p> <p style="margin-left: 40px;">YES (MFR Required) / NO</p> <p>4. Over Body Mass Index, over allowable Body Fat, under Body Mass Index counseling (MFR required)</p> <p>5. OTS Tobacco Policy: none while in student status (OTSMAN 36-2201)</p> <p>6. Reservations concerning military service (Circle One)?</p> <p style="margin-left: 40px;">YES / NO</p> <p>7. AF Policy on sexual, racial, religious harassment, and conduct unbecoming an officer (AFPAM 36-2705)</p> <p>8. Alcohol consumption, DUI, drugs, wear of uniform at local establishment whose main business is serving alcohol (OTSMAN 36-2201)</p> <p>9. Financial responsibilities--pay bills/support families (AFI 36-2906)</p> <p>10. Curriculum overview (Tests/Standards), Academic Integrity (AUI 36-2309), Academic Freedom/Non-Attribution Policy (OTS Sup 1, AUI 36-2308)</p> <p>11. Is English your first spoken language (Circle One)?</p> <p style="margin-left: 40px;">YES / NO</p>				
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**VI. PROFESSIONAL DEVELOPMENT****STRENGTHS:**

Are you interested in competing for a leadership position at COT (Circle One)? YES / NO

What are some of your qualifications for a leadership position?

**SUGGESTED GOALS:**

What do you expect to learn from this program (specific, measurable, achievable goals)?

**ACADEMIC/PROFESSIONAL EDUCATION:**

COLLEGES ATTENDED (Most Recent First)	DEGREE TYPE	MAJOR(s)	LOCATION (City & State/Country)
---------------------------------------	-------------	----------	---------------------------------

**PME (SOS, ISS, SSS, RESIDENCE/SEMINAR/CORRESPONDENCE):**

MILITARY SERVICE DATES (Most Recent First)	BRANCH	DUTY TITLE	LOCATION (City & State/Country)
--	--------	------------	---------------------------------

**NEXT/FUTURE ASSIGNMENTS (BASE LEVEL, STAFF, JOINT, CONUS, OVERSEAS):**

\*GAINING COMMANDER (Rank/Name):

\*GAINING COMMANDER PHONE (DSN):

\*GAINING UNIT (Example: 425 ABS/JA):

\*GAINING LOCATION (Base & State/Country):

\*SPONSOR (Rank/Name):

\*SPONSOR PHONE (DSN):

\*OFFICER CAREER FIELD TITLE:

(\*Must provide information upon arrival to COT)

**VII. ADDITIONAL COMMENTS**

HOMETOWN (City & State/Country):

IF YOU ARE DRIVING TO OTS:

HOBBIES & SPECIAL INTERESTS:

- AUTOMOBILE YEAR:

- COLOR:

- MAKE/MODEL:

- LICENSE #:

PRIVACY ACT STATEMENT -- AUTHORITY: 10 USC 9411. Establishment of Schools/Camps. PURPOSE: a) document initial counseling; b) collect administrative information for in-processing; c) determine duties assigned/performed at OTS. ROUTINE USES: Indicated in systems notice F050 ATCA, Officer Training Resource Management System. DISCLOSURE: Furnishing information is voluntary. Failure to provide information may result in delay of in-processing, training, and/or graduation.

RATEE SIGNATURE

RATER SIGNATURE

DATE

## Commissioned Officer Training (COT) In-processing Sheet

1. Attach three copies of your orders to this sheet.
2. When asked to submit documents such as marriage licenses/certificates, birth certificates, or pay affecting documentation, please remember the following information:

The Personnel Section and Finance are two separate offices and do not share copies of your documentation.

If you need to submit a document to the Personnel Section and Finance please provide a SEPARATE copy to each office.

DO NOT submit originals

DO NOT submit your ONLY copy

Please refer to the Finance Memorandum for additional information you will need to have available at the Finance Briefing

**\*\*\*Please have copies of the following documents (if applicable) available for Personnel In-processing:**

**DD Form 214s**

**Point Summary Statements**

**NGB 22s**

**Licenses/Diplomas/Certifications**

**Marriage certificates/spouse's and/or child(s) birth certificates**

3. **Name:** \_\_\_\_\_  
Last Name, First Name **Full Middle Name** (indicate initial only or no middle name)

4. **Date of Birth:** \_\_\_\_\_  
(Format: MMM - DD - YYYY)

5. **Gender:** Male or Female

6. **Date You Were Commissioned (Took the Oath):** \_\_\_\_\_

7. **Are you prior enlisted Air Force with no break in service?** Yes or No

If yes: List your losing BASE/MPF \_\_\_\_\_

Have you in-processed with your gaining MPF? Yes or No

8. **HPSP Students Only.** If you participated in the HPSP program please list the month and year you started the program and the month and year you finished. I participated in the HPSP program from \_\_\_\_\_ to \_\_\_\_\_.

**(OVER)**

## B. Itinerary of Travel

- Instructions for filling out itinary: When filling out the itinary, start with the location that you departed from home to come here. If you were visiting relatives or on vacation and did not go home before starting to come here, start with that location and date.
- If you drove here and stopped somewhere to sleep for the night you will need to indicate those stops. Include all travel until the day you arrived at Maxwell.
- If you traveled by plane, you do not need to fill out any of your layovers. You will only need to put the place you departed from and when you arrived at Maxwell. Do not include taxi rides that occurred after you arrived in the Montgomery area.
- When filling out the date block, you will put in the date you departed or arrived at the location.
- For the local time, put an estimated time you departed or arrived at the location.
- For the place or location block, fill out the city and state of which you departed or arrived.
- For the mode of travel block fill out how you got to Montgomery. Example: Plane or Privately Owned Vehicle (POV).

**Date you started travel:** \_\_\_\_\_

[illegible]

## Immunization Information

**\*\*Look at shot record and record dates for the following vaccines\*\***

**ATTACH COPY OF SHOT RECORDS TO FORM**

**Name:** \_\_\_\_\_

**Full Social Security #:** \_\_\_\_\_

**Td:** \_\_\_\_\_

**Hep A #1:** \_\_\_\_\_

**Hep A #2:** \_\_\_\_\_

**Hep A/Hep B #1:** \_\_\_\_\_

**Hep A/Hep B #2:** \_\_\_\_\_

**Hep A/Hep B #3:** \_\_\_\_\_

**Tb Test:** \_\_\_\_\_ **Result:** \_\_\_\_\_

**Flu Shot:** \_\_\_\_\_

**Meningococcal:** \_\_\_\_\_

### Key for Shot Record:

**Td-** Tetanus

**Havrix or Vaqta-** Hep A

**Recombivax or Engerix-** Hep B

**Twinrix-** Hep A/Hep B Combo

**PPD (5tu), Tb Tine, Mantoux, IPPD-** Tb Test

**Menomune or Mng-** Meningococcal

**Influenza or Flumist-** Flu Shot

**\*\*Lab tests were drawn for the following:**

**Hepatitis B**

**Measles**

**Mumps**

**Rubella**

**Chickenpox**

**Based on your lab results, the above shots will  
be given to you, regardless of prior vaccination**

THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974

# COT FITNESS SCREENING QUESTIONNAIRE

Flight:

Last Name:

1. Do you have a health condition **not** addressed in a physical profile (AF Form 422) that could be aggravated by participating in your unit's physical training program/fitness testing or that would preclude your safe participation?

☐ Yes – Stop here; notify your Unit Fitness Program Manager (UFPD) and contact your Primary Care Manager for evaluation.

☐ No – Proceed to next question.

2. Do you have any of the following?

- Chest discomfort with exertion
- Unusual shortness of breath
- Dizziness, fainting, blackouts

☐ Yes – Stop here; notify your UFPD and contact your Primary Care Manager for evaluation.

☐ No – Proceed to next question.

3. Are you less than 35 years of age?

☐ Yes – Stop here; sign form and return to your Unit Fitness Program Manager.

☐ No – Proceed to next question.

4. Do **two (2) or more** of the following risk factors apply to you?

- Physically inactive; that is, you have not participated in physical activities of at least a moderate level (i.e., that caused light sweating and slight-to-moderate increases in breathing or heart rate) for at least 30 minutes per session and for a minimum of 3 days per week for at least 3 months

- Smoked cigarettes in the last 30 days

- Diabetes

- High blood pressure that is not controlled

- High cholesterol that is not controlled

- Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65)

- Abdominal circumference >40" for males; >35" for females

- Age = 45 years for males; = 55 years for females

☐ Yes – Stop here; notify your UFPD and contact your Primary Care Manager for evaluation.

☐ No – Sign form and return to Unit Fitness Program Manager.

You must notify your UFPD and see your Primary Care Manager if you have a change in health that may affect your ability to safely participate in unit physical training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Room number: \_\_\_\_\_

Authority: 10 USC 8013.

Routine Use: This information is not disclosed outside DoD.

Disclosure is Mandatory. Failure to provide this information may result in either administrative discharge or punishment under the UCMJ.

This information is For Official Use Only. It is subject to the Privacy Act of 1974.

# BOT & COT (TBD)

## American Red Cross Blood Drive



Pre-Registration Information  
(Please Print)

<b>ARE YOU INTERESTED IN DONATING BLOOD?</b>	<b>YES</b>	<b>NO</b>
--	------------	-----------

Name \_\_\_\_\_ Flight or Flight Number \_\_\_\_\_

Last Donation \_\_\_\_\_

List any vaccinations received in the past 8 weeks with dates received.

<input type="checkbox"/>	Hep A	<input type="checkbox"/>	Hep B	<input type="checkbox"/>	Twinrex (Hep A&B)
<input type="checkbox"/>	Td	<input type="checkbox"/>	IPV (Polio)	<input type="checkbox"/>	Meningococcal
<input type="checkbox"/>	MMR	<input type="checkbox"/>	Varicella	<input type="checkbox"/>	IPPD (tb)
<input type="checkbox"/>	Influenza	<input type="checkbox"/>	Smallpox	<input type="checkbox"/>	

List any countries you have lived in (for 5 years or more) outside the U.S from January 1, 1980 to the present, with dates of arrival and departure.

List any countries you have traveled to outside the U.S. in the past 12 months with dates of arrival and departure.

Since 1980 to 1996, have you spent 3 months or more (cumulative) in the United Kingdom? (England, Scotland, Northern Ireland, Scotland, Wales, Isle of Man or the Channel Island)

*Please Circle*                      **YES**                      **NO**

Have you **spent 6 months** or more (cumulative) in the following areas during the following time frames?

1980 through 1990...Belgium, the Netherlands (Holland) or Germany

*Please Circle*                      **YES**                      **NO**

1980 through 1996...Spain, Portugal. Turkey, Italy or Greece

*Please Circle*                      **YES**                      **NO**

Have you been in Iraq within the past 12 months?

*Please Circle*                      **YES**                      **NO**

THIS INFORMATION IS SUBJECT TO THE  
PRIVACY ACT OF 1974

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<https://kx.afms.mil/virtuallibrary>

**Access to the AFMS Virtual Library is available from any active duty AF base without a login, and globally with a Kx login. Resources include:**

#### **OVID**

- Premier search engine for full text medical and nursing Journal articles and reference books

#### **MDCONSULT**

- Full text medical reference books and journals
- Clinical practice guidelines
- Patient education handouts

#### **PROQUEST**

- Medical, nursing, and health care administration full text journal articles

#### **STAT!REF**

- Full text medical reference books
- American Hospital Formulary Service, USP

#### **MICROMEDEX**

- Comprehensive drug database

#### **UpToDate**

- Point of care evidence based medicine resource
- Physician editors and authors review and update content on a continuous basis and a new, peer-reviewed version is issued every four months

#### **Travax EnCompass**

- Premier travel medicine resource
- Concise summaries of health and safety concerns and necessary preventive measures for 230 countries
- Profiles / locations of medical facilities globally

#### **New England Journal of Medicine (NEJM)**

- Weekly full text issues from 1993 to present
- Abstracts of articles back to 1975

## **Key features of the Kx:**

- Ask questions, discuss hot topics, post announcements and polls in the Kx Forums:  
<https://forums.afms.mil>
- A search on the Kx returns relevant webpages, documents, and discussion threads
- Easily locate AFMS subject matter experts
- Subscribe to individual websites to receive email notification of updated content important to you
- No technical skills necessary to create and maintain a website on the Kx

**Visit the Kx at:**

**<https://kx.afms.mil>**

95% of content is only dot-mil restricted, but membership is restricted to AFMS

## **For more information contact**

### **Kx Customer Support:**

**DSN 240-6209**

**210-536-6209**

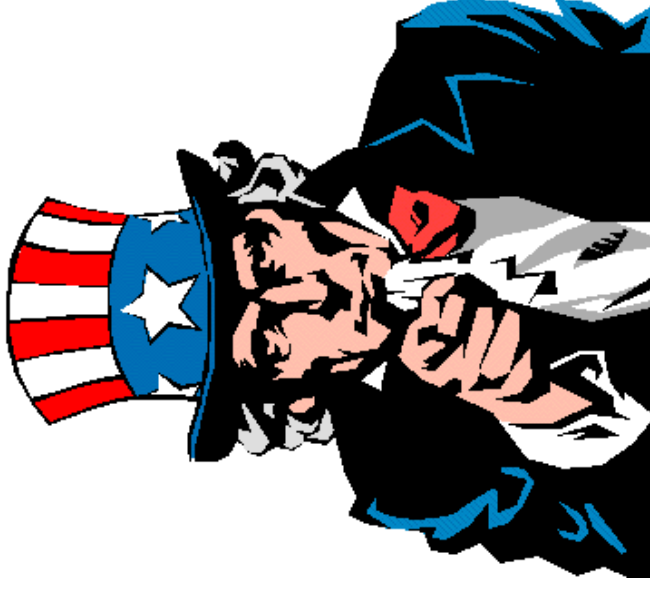
**[kx@afms.mil](mailto:kx@afms.mil)**

Knowledge Management Branch  
Healthcare Informatics Division  
HQ AF/SGRK  
Falls Church, VA  
& Brooks City-Base, TX

United States Air Force Medical Service



*Knowledge Exchange*



Uncle Sam wants **you** to share your knowledge in the AFMS Knowledge Exchange



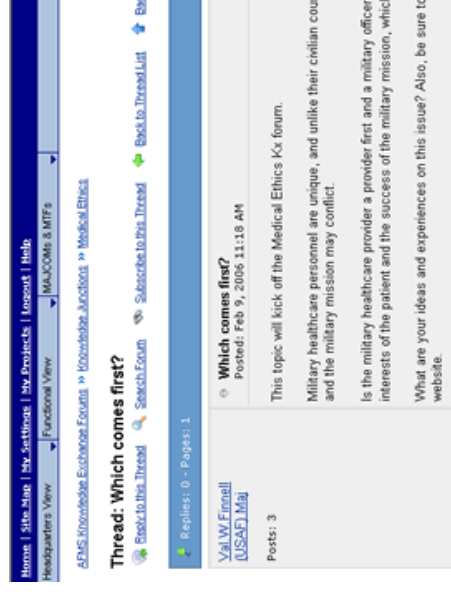
**Connecting People.  
Working Smarter.**



**Kx Forums** is a discussion forum application that has been fully integrated into the existing Kx structure of organizational and functional subject areas

Kx Forums allows Kx users to share ideas, opinions, and information quickly and easily. Organized by threads in an easy-to-follow format, discussion forums are designed so you can quickly locate relevant information, find other knowledgeable users, and participate in conversations.

All discussion forum content is indexed in the Kx search engine, so Kx searches now return not only documents and web pages, but also any relevant forum discussions.



Visit Kx forums at:

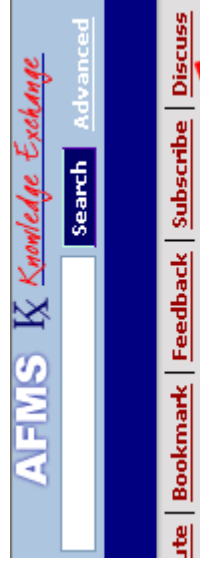
<https://forums.afms.mil>

Kx members can also create polls and announcements using Kx Forums. Users can choose to subscribe to an entire forum, certain threads within a forum, and all posts from any given Kx Forums contributor.

Any Kx member can start a new discussion thread or respond to an existing discussion thread. Just like the rest of the Kx, users may browse Kx Forums from any dot-mil domain without logging in, but must log in to contribute content.



The preferred way to start a new forum is to navigate to a relevant Kx website and click [Discuss](#) at the top right (see graphic). Forums started from a Kx website will automatically import the existing subscriptions from that website, so that an email notification of new discussion content will be sent to subscribers.



## Sign up:

To get a Kx membership, just browse to the homepage at <https://kx.afms.mil>, click on [Join the Kx](#) in the lower left hand corner, and submit the required information.

## Subscribe:

Subscribe to Kx sites of interest to you in order to be notified by e-mail when new documents, discussions, and web content are posted. Log in to the Kx, navigate to a site that you are interested in, and simply click on [Subscribe](#) (top right)

## Contribute:

All Kx members are encouraged to contribute documents that might be helpful to the rest of the AFMS. While logged in to a relevant Kx website, just click [Contribute](#) (top right) to submit your document.

## In summary, the Kx can help:

- Clinicians with clinical decision support tools on the Virtual Library
- Find source documents, web pages, reference literature, lessons learned, and best practices that you need to work smarter not harder
- Avoid reinventing the wheel
- Collaborate with others
- Locate subject matter experts, so you can gather the tacit (not written down anywhere) knowledge you need to do your job
- Save time that can be refocused on patient care

## MUIR S. FAIRCHILD RESEARCH INFORMATION CENTER

### COT STUDENTS

#### INFORMATIVE BRIEFING – MILITARY LEADER

<http://www.maxwell.af.mil/au/aul/aul.htm>

1. On the Muir S. Fairchild Research Information Center home page click on “Schools” - “Officer Training School” - “Informative Briefing”. From here you will find bibliographies and hot-links to web pages with information about your military leader. Some of the articles will have photos of the person that you can download to a disk. You need only two articles for your briefing. You can print the articles or download them to a disk. There are also citations to print books, biographies and periodical articles which you can copy or check out.

#### GENERAL INFORMATION

2. Center hours: **Monday – Thursday 0730 – 2145**  
**Friday 0730 - 1645**  
**Saturday 0800 – 1645**  
**Sunday 1300 – 1645**  
**Holiday hours are announced.**
3. You are allowed to check out books and videos. Get your temporary check-out card at the Book Circulation Desk. You will need a copy of your orders and your ID card. This card is good only for the time you are at COTS. All material you have checked out must be returned before you depart Maxwell. The Book Circulation Desk is just inside the West Wing to the right of the security gates.
4. There are five photocopiers for your use in the center. You are allowed to make free copies of center material for your personal or school use – one copy only. The Copy Room is just past the Information Desk on the right. When you print from any PC in the center the copy will be printed on the machines in the Copy Room. There is a label on each PC that directs you to the correct printer to retrieve your print copies.
5. The OTS Reserve Area is in the West Wing across from the desk of the OTS liaison. Books and documents in this area are referenced on the bibliographies of the Air Force Leaders. They cannot be checked out, but you can make free copies of the portions you need. Check the online catalog for additional copies of books that can be checked out.
6. Public use PCs have Microsoft Office suite for word processing, PowerPoint and CD burning. These PCs are next to and behind the Information Desk, in the periodicals area, and in the East Wing next to the documents cage. You can print from these computers.
7. Documents (call number starts with M-U) cannot be checked out. You are allowed to make free copies of the material you need. The Document Circulation Cage is in the East Wing.
8. Pay telephones, DSN phones and base telephones are in the main hallway of the library. You are not allowed to use staff telephones or staff computers. Cell phone use in the Fairchild Center is prohibited, use the north or south lobbies.
9. Latrine entrances are off the main hallway.
10. You may use your personal laptop in the center. You cannot connect them to the base LAN nor to a telephone line. There is wireless internet access if your laptop has an 802.11g wireless card.
11. AU Press is where you get “free” books. They are located at 131 W. Shumacher Ave., Bldg 910. Bookstore hours are 0800-1600 M T Th & F. 0800-1715 on Wed.